

REQUEST FOR APPLICATIONS (RFA): #0727-06

**Government of the District of Columbia
Department of Human Services**

Early Care and Education Administration

Mini-Grant Management Program



DHS/ECEA invites the submission of applications for funding through the Government of the District of Columbia.

Announcement Date: June 12, 2006

RFA Release Date: June 15, 2006

Application Submission Deadline: July 29, 2006, 3:30 p.m.

LATE APPLICATIONS WILL NOT BE ACCEPTED!!!

Checklist for Applications

- ☐ The applicant organization/entity has responded to all sections of the Request for Application.
- ☐ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.
- ☐ The Applicant Profile, found in Attachment A, contains all the information requested.
- ☐ The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- ☐ The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for the Office of Grants Management (OGM) approval upon receipt.
- ☐ The Program Budget is complete and complies with the Budget form in Attachment E of the RFA. The budget narrative is complete and describes the category of items proposed based on the requirements in the Scope of Services for the appropriate program area.
- ☐ The program narrative section is complete and is within the twelve-page limit for this section of the RFA submission.
- ☐ The Organization Experience and Qualifications Section are complete and within the 2 page limit for this section of the proposal submission.
- ☐ The applicant is submitting the required five (5) copies of its application, including an original and four (4) copies.
- ☐ The application format conforms to the “Application Format” listed in Section VII of the RFA.
- ☐ The appropriate appendices, including program descriptions, staff qualifications; individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- ☐ The application is submitted to the OGM no later than 3:30 p.m. on the deadline date of July 26, 2006.
- ☐ Appendices are included in the application submission.

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**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
EARLY CARE AND EDUCATION ADMINISTRATION**

**REQUEST FOR APPLICATIONS (RFA)
Mini-Grant Management Program**

SECTION I GENERAL INFORMATION

The Department of Human Services Early Care and Education Administration (ECEA) is the lead agency responsible for coordinating early care, early intervention and education services to children and their families in the District of Columbia. The mission of ECEA is to ensure that the government and private sectors are aware of and responsive to child development and early education needs of the community. This is achieved through partnerships with the public and private sector. ECEA is responsible for coordinating efforts to expand and improve child development and early education services in both the public and private sectors.

ECEA administers a number of federally and locally funded programs for early care, early intervention, child development and early literacy. It provides subsidized child care services to eligible families with children six (6) weeks through age twelve 12, with services available for children with disabilities up to age eighteen (18). ECEA offers services for infants and toddlers, from birth through two (2) years of age, with developmental delays and/or disabilities and their families.

In fiscal year 2005, there were approximately 3,700 licensed infant and toddler slots in the District of Columbia. In its *Child Care Matters: Infant and Toddler Care* report¹, the University of the District of Columbia Center for Applied Research and Urban Policy indicated that there is both a significant need and a willingness to expand early care and education services in the District of Columbia. A surveyed research conducted by the University of District of Columbia Center for Applied Research and Urban Policy revealed a significant number of family home and center providers are willing to expand their facilities if financial assistance is available².

The target populations for this program will be all wards of the District, giving priority to the wards with greatest needs.

Eligible Organizations/Entities

Applications are requested from non-profit community development financial intermediary (CDFI) that can manage, promote and monitor a mini-grant program focused on the expansion, conversion and start up of infant and toddler child care slots.

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1. Child Care Matters: Infant and Toddler Care, the University of District of Columbia Center for Applied Research and Urban Policy, Vol. 1, Issue 1, April 2001.
 2. Child Care Services in the District of Columbia: Child Care Profiles, DC Department of Human Services, Office of Early Childhood Development, December 2004.

Source of Grant Funding

Funds are made available under the Early Care and Education Administration through appropriation of the government of the District of Columbia.

Award Period

Grant awards will be for an initial period not to exceed 12 months from the date of execution of the award. After the initial grant period, eligibility for continued funding is contingent upon compliance with all terms and conditions of the award, program and fiscal requirements, evidence of satisfactory grant performance and the availability of funds.

Grant Awards and Amounts

Grants will be awarded to one (1) non-profit community development financial intermediary. Approximately \$350,000 will be made available through a competitive grant process for fiscal year (FY) 2006. Upon satisfactory performance, availability of funds and at the discretion of the District, up to four (4) one-year renewable options may be exercised by the District.

Contact Person

For further information, please contact:

Priscilla Burnett
Office of Grants Management
Department of Human Services
64 New York Avenue, NE, 6th Floor
Washington, DC 20002
(202) 671-4407
Email: Priscilla.burnett@dc.gov

Internet

Applicants who obtained this RFA through the Internet shall provide the Office of Grants Management at the Department of Human Services with the following:

- Name of organization;
- Key contact;
- Mailing address; and
- Telephone and fax numbers.

Please email this information to priscilla.burnett@dc.gov.

This information shall be provided so that the applicant can receive updates and/or addenda to this grant.

Pre-Application Conference

The Pre-Application Conference will be held on June 27, 2006, from 10:00 A.M. to 11:00 A.M., at the Early Care and Education Administration (717 14th Street, N.W., Eighth Floor Conference Room, Washington, DC 20005). **It is strongly recommended that applying organizations attend the pre-application conference to receive a full explanation and guidance regarding the application process.**

Explanations to Prospective Applicants

Any prospective applicant with questions, desiring an explanation or interpretation pertaining to this RFA must request it in writing in time to reach the contact person listed above on or before July 19, 2006, at the address listed in Section II. Any information given to a prospective applicant will be furnished promptly to all other known prospective applicants, if the information is necessary in submitting applications, or if the lack of it would be prejudicial to any other prospective applicants.

Questions submitted after the July 19, 2006 will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

SECTION II SUBMISSION OF APPLICATIONS

Application Identification

A total of five (5) copies, **one (1) original and four (4) copies**, of each application should be submitted in a sealed envelope or package. Attachment D should be affixed to the outside of each envelope or package. Of the five (5) copies, one (1) copy must be an original. OGM will not forward the application to the review panel if the applicant fails to submit the required five (5) copies with Attachment D affixed to the outside of each envelope or package. Telephonic, telegraphic and facsimile submissions **will not be accepted**.

Application Submission Date and Time

Applications are due no later than 3:30 p.m., on July 26, 2006. All applications will be recorded upon receipt. **Applications received at or after 3:31 p.m., July 26, 2006 will not be forwarded to the review panel.** Any additions or deletions to an application will not be accepted after the deadline.

Five (5) copies, including **an original and four (4) copies**, of each application **must be** delivered to the following location:

Department of Human Services
Office of Grants Management
64 New York Avenue, NE
6th Floor
Washington, DC 20002
Attention: Priscilla Burnett

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by messenger/courier services **must be** sent in sufficient time to be received by the 3:30 p.m. deadline on July 26, 2006, at the above location. Applications arriving via messenger/courier services after the posted deadline of 3:30 p.m., July 26, 2006, **will not be forwarded to the review panel. All packages must be delivered to Priscilla Burnett and not left at the security desk by the courier service.**

NOTE: OGM will not accept responsibility for delays in the delivery of applications due to security clearance check at the lobby.

SECTION III PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Grant funds shall only be used to support activities defined in the Scope of Services of this RFA.

Certifications and Assurances

Applicant organizations shall complete and return the Certifications and Assurances listed in Attachments B and C with the application submissions.

General Grant Requirements

1. The applicant shall meet with the ECEA when requested, to share information and technical assistance related to the status of grant activities, education, services, and literature.
2. The applicant shall be responsible for documenting and describing program successes, unmet needs, barriers and problems encountered, and shall report to the ECEA on a monthly basis on the status and activities performed pursuant to the grant.
3. The applicant shall be required to document and validate implementation of the work plan and submit a monthly report to the ECEA.
4. The applicant must submit invoices to be paid for services identified under the NOGA.
5. The applicant must describe the qualifications of staff and the manner in which the staff will contribute to grant implementation as of the date of this application.

Performance Standards and Quality Assurance

1. The applicant shall monitor and evaluate the delivery of all services. At a minimum, the quality assurance program shall include a review of the appropriateness, quality and timeliness of each service.
2. The applicant shall develop and implement policies and procedures to evaluate the accuracy of data collection and reporting activities in accordance with protocols established or disseminated by the ECEA.
3. The applicant shall participate in the evaluation of the program by appropriate internal staff and/or external evaluators with the assurance that client confidentiality will be maintained. These activities may include, but are not limited to, site visits, client surveys, record reviews, or other data collection activities.
4. The applicants shall conduct a Customer Satisfaction Survey and use survey results to improve program operations, as needed.
5. The applicant shall periodically involve family home and center providers in the development of program evaluations. When feasible, the applicant's activities shall reflect concerns and suggestions offered by the family home and center providers.

Reports

1. The applicant shall submit a monthly report to the Grant Administrator and/or designated staff, to be received by the 10th day after the end of each month of service, regarding the progress towards completion of tasks and requirements in the scope of services and approved work plan. Such reports must contain the following information in a format approved by the Grant Administrator.
 - a. Draft copies of all materials for use in implementing this grant submitted for approval by the ECEA prior to preparation in final form and dissemination;
 - b. Program description including the targeted population with the total number and names of organizations and individuals invited to participate (and who have participated) in workshops, seminars, and/or courses, divided by the section of the District where they are located (by ward);
 - c. Number and demographics of the population served;
 - d. Collaboration (if any) with other organizations serving the target population;
 - e. Status of the work plan, indicating the extent to which established milestones for the reporting month have been accomplished; identifying proposed revisions to the work plan to address problem areas; and a summary of the results of the evaluation of

services under the quality assurance program; and achievement of performance standards.

- f. Listing of dates and locations of all outreach activities conducted and type and quantity of material distributed during the reporting month.
2. A copy of the monthly report covering the period for which reimbursement is being requested **must** accompany all payment requests. Payment requests shall be based on invoices with supporting source documentation as may be required by the ECEA. Failure to submit monthly progress reports and invoices in accordance with the terms and conditions of the agreement may result in the disallowance, suspension, and/or termination of grant funds.
3. The applicant shall submit to the Grant Administrator and/or designee a final closeout report no later than the 30th day after expiration of the grant agreement, following the established format for the particular program area and summarizing all service delivery data, accomplishments, issues and recommendations.
4. The applicant shall report unusual incidents by electronic mail, facsimile or telephone to the Grant Administrator within 24 hours of the event and in writing within five (5) days after occurrence. An unusual incident is an event, which affects staff (Administrative Agency's employees or applicant's staff) or clients that is significantly different from the regular routine or established procedure. Examples include, but are not limited to, death, injury, unexplained absence of a client from a program, physical, sexual, or verbal abuse of a client by staff or other clients, staff negligence, fire, theft, destruction of property, or sudden serious problems in the physical plant, complaints from the target population; requests for information from the press, attorneys, or government officials outside the DHS involved with the grant; and client behavior requiring attention of staff not usually involved in their care.

Records

1. The applicant shall keep accurate records of activities of the program. When delivering services, the applicant must maintain records reflecting initial and periodic assessments, if appropriate; record of contacts with the family home and center providers involved in the provision of services and the ongoing progress of program activities. To ensure confidentiality and security records must be kept in a locked file controlled by appropriate staff.
2. The applicant shall provide the Grant Administrator, and other authorized representatives of the Department of Human Services and the District Government, such access to program and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records must be kept in a locked file controlled by appropriate applicant staff.
3. The applicant shall secure the complete contents (original) of records within three (3) month after the child leaves the program and forward to ECEA for proper storage.

4. The applicant must comply with Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Family Education Rights and Privacy Act (FERPA – 34 CFR, Part 99) requirements to ensure confidentiality of children and families served.
5. The applicant shall retain all records (including child records) for at least three (3) years following final closeout of the grant.

Monitoring

1. The ECEA shall monitor and evaluate the performance of the applicant according to the scope of work and related service delivery standards set forth in the grant agreement. The Grant Administrator or his/her designee will make periodic scheduled and unscheduled site visits at least twice for each grant period to monitor the implementation of the scope of work and terms and conditions.
2. The applicant shall provide the Grant Administrator and other authorized representatives of the District, such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.
3. The Department of Human Services shall assign a staff person to monitor the program. The Grant Monitor shall review all written policies and procedures applicable to the program, review all monthly progress reports, conduct quarterly site inspections, and hold periodic conferences with the applicant to assess the grant's performance in meeting the requirements of the grant agreement.

Evaluation

1. The Grant Administrator shall be authorized to assess the applicant's performance with respect to accomplishing the purposes of the grant agreement. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered and the applicant's ability to deliver services according to the scope of services, performance standards and deadlines established in the agreement.
2. The Applicant shall also provide a yearly evaluation to validate the provision of services as outlined in the grant agreement, provide a report on performance standards and identify accomplishments or challenges related to implementation of the work plan.

SECTION IV GENERAL GRANT PROVISIONS

Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving funds.

Audits

The applicant shall maintain an accounting system, which conforms to the generally accepted accounting principles and which will permit an audit of all income and expenditures received or disbursed in the provision of services under this grant. At any time or times before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

The Applicant shall obtain an independent audit of program expenditures in accordance with P.L. 98-502 (the "Single Audit Act") and Office of Management and Budget Circular A-133, Audit of Institutions of Higher Education and other Non-profit Institutions. Two copies of the audit shall be submitted to the DHS Grant Administrator.

Nondiscrimination in the Delivery of Services

In accordance with Title VI, of the Civil Rights Act of 1964, (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under any program or activity receiving funds.

SECTION V PROGRAM SCOPE

General Purpose

The Early Care and Education Administration (ECEA) seeks to fund one (1) grantee who is capable of managing, promoting and monitoring a mini-grant program. The purpose of this mini grant program is to expand, convert or start up of infant and toddler child care slots.

Available Funding

The total funding available for mini grants is \$350,000 per year. Upon availability of funds and at the discretion of the District, up to four (4) one-year renewable options may be exercised by the District.

Target Population

All wards of the District, starting with the wards of greatest need.

Specific Services

The recipient should perform the following activities:

1. Conduct activities such as outreach and identification, for the purpose of locating family home and center providers who may be interested in expanding or starting infant and toddler programs. Outreach shall also identify licensed providers that want to convert existing space to infant and toddler space.

2. Develop a work plan and performance standards with clearly stated goals and objectives by which the success of implemented activities will be measured.
3. Develop partnership with other organizations (i.e. legal, banking communities, and financial intermediary) and/or professionals (i.e. Architects, infant/toddler specialists) who are able to provide consultations and expertise in achieving program goals and objectives.
4. Conduct process and outcome monitoring and document progress for those who have received grant support.
5. Provide training and technical assistance for funded grantees as appropriate.

Performance Standards

Performance standards should include but are not limited to:

1. The number of mini grants awarded in a year.
2. The number of outreach activities performed that result in new infant and toddler slots.
3. The number of partnerships established that expand the infant toddler supply.
4. The number of family child care home and center providers that apply for grants.
5. The dollars leveraged from other sources.

Staffing Requirements

The applicant shall demonstrate the ability to utilize knowledgeable staff to perform the required activities.

Budget Development

The applicant may develop a budget for staff salaries and wages for the implementation of this program area. Permissible line items for billing using the DHS 1713 (billing invoice form) include:

- Line Item 1: Salaries and wages
- Line Item 2: Fringe Benefits
- Line Item 5: Travel and Transportation
- Line Item 6: Supplies and Minor Equipment
- Line Item 10: Other Direct Costs
- Line Item 11: Indirect Cost/Overhead (may not exceed 10% of the total grant award)

Applicant Responsibilities

Applicants shall demonstrate their capacity to serve the identified target population as previously outlined in the program area.

The applicant is responsible for, but not limited to:

- a. Preparing and submitting to the ECEA within 15 days of the award, a revised detailed work plan for service, and budget and budget justification, which outlines schedule of proposed services to be provided, including estimated cost for production of materials and use of facility. The applicant should also provide a description of the method to be utilized for evaluating the program area.
- b. Implementing program area services for identified family home and center providers in the District of Columbia.
- c. Providing workshops and educational opportunities for family home and center providers.
- d. Reporting outcomes and making recommendations for improvement, expansion, and/or enhancement of the mini grant program.
- e. Collecting and compiling quantitative and qualitative data on progress towards accomplishment of outcomes; numbers of family home and center providers served; the title and number of workshops and the name of the presenter and organization;
- g. Submitting to the ECEA prior to dissemination and use a copy of the information materials/packets to be distributed in final form.

SECTION VI REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel will be composed of unbiased, qualified, professional individuals who have been selected for their unique experiences in human services and child care provision. The review panel will review, score and rank each application. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS/ECEA shall make the final funding determinations.

Scoring Criteria

Applicants' submissions will be objectively reviewed against the following specific scoring criteria.

Comment [PC1]: ou can change the criteria, and the assignment of the points for eac criterion. You can also add additional criterion.

1. Theoretical and Technical Soundness of the Proposal (30 points)

- a. The extent to which the applicant demonstrates its knowledge and understanding of characteristics, challenges and barriers that the target population faces to access proposed program.

- b. The extent to which the applicant demonstrates its ability to describe the method of service delivery to plan, implement, monitor, document and evaluate the mini grant program.
- c. The extent to which the applicant describes sound program goals and objectives that are time-phased, measurable and specific.
- d. The extent to which the activities, work plan and budgets are consistent with clearly defined measurable and time specific performance objectives.
- e. The extent to which the applicant demonstrates the ability to adequately evaluate the effectiveness of the program and for determining the extent to which objectives are accomplished.

2. Organizational Capability and Relevant Experience (30 points)

- a. The extent to which the applicant has demonstrated relevant experience with implementing grant and loan services to the population to be served and consistency with the purpose presented in the Program Scope. **(10 points)**.
- b. The extent to which the applicant has well documented existing linkages and collaborative agreements in place with other partners (e.g. banking, architects) to implement, manage, monitor and promote the mini-grant program. **(10 points)**
- c. The extent to which the applicant demonstrates the availability of consultant assistance knowledgeable of infant and toddler issues. **(10 points)**

3. Sound Fiscal Management and Reasonable Budget (20 points)

- a. The extent to which the proposed budget is reasonable, appropriate, and cost-effective in view of the proposed services, strategies, and anticipated outcomes. **(5 points)**
- b. The extent to which the applicant has mobilized staffing, supervision, management and quality control mechanisms to promote effective and efficient service delivery. **(5 points)**
- c. The extents to which the applicant demonstrates that the proposed budget is realistic and will achieve program objectives. **(5 points)**
- d. The extent to which the applicant provides documented evidence of sound financial, stability through the submission of copies for the past two years annual audit reports, financial statements, and/or tax returns, District's tax and revenue certifications. **(5 points)**

4. Overall Support for and Feasibility of the Program (20 points)

- a. The applicant demonstrates that the proposed program will be fully supported by management and the governing body of the applicant (parent organization) and that the program is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities. **(10 points)**
- b. The applicant demonstrates the ability to secure additional resources other than grant funds awarded by ECEA to continue and sustain the program. **(10 points)**

Decision on Award

A review panel appointed by the Office of Grants Management (OGM) will evaluate applicants. The review panel will rate and rank only those applications, which are responsive to the requirements of the Request for Application (RFA) solicitation package. The final decision on awards rests solely with the DHS/ECEA.

SECTION VII APPLICATION FORMAT

Applicants are required to follow the format below and each proposal must contain the following information:

- Applicant Profile (**See Attachment A**)
- Table of Contents
- Proposal Summary (**3 pages**)
- Program Narrative (**12 pages**)
- Organizational Experience and Qualifications of Applicant (**2 pages**)
- Program Work Plan (**Not counted in page total, See Attachment**)
- Staffing Plan (**Not counted in page total, See Attachment**)
- Program Budget and Budget Narrative (**Not counted in page total, See Attachment**)
- Certifications and Assurances (**Not counted in page total, See Attachments and**)
- Appendices (Resumes, Organization Chart, and Position Descriptions) (**Not counted in page total**)
- Collaboration Commitment Form(s) (**If necessary, See Attachment**)

The number of pages designated for each section is a recommendation. Applicants should not exceed the number of pages recommended for each section. However, the maximum number of pages for the total application **cannot exceed 25 double-spaced pages on 8½ by 11-inch paper double-spaced, on one side, (the entire document must be double-spaced – including bullet items) using 12-point type Times New Roman, with one-inch margins. Pages must be numbered. OGM will not forward applications to the review panel that do not conform to this requirement.**

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, program service area and the amount of grant funds requested. See Attachment A.

Table of Contents

The Table of Contents should list major sections of the proposal with quick reference page indexing.

Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the proposed services that are discussed in depth in other sections of the application. **(3 pages)**

Program Narrative

This section of the application should contain the narrative that justifies and describes the program to be implemented. **(12 pages)**

Organization, Experience and Qualifications of Applicant (2 pages)

The applicant must provide detailed information on the qualifications and experience of program staff to demonstrate the organizational capability to provide the services described in the RFA. The applicant must list the key personnel who will be assigned to the proposed program and state the percentage of time each will devote to the program in total.

Program Budget and Budget Narrative

Standard budget forms are provided in **Attachment E**. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the

budget. The narrative should clearly state how the applicant arrived at the budget figures. All applicants should use the guidelines provided in the particular program area being applied for to develop an appropriate budget.

Personnel

The applicant should follow the guidelines regarding budget development as outlined in each program area. Salaries and wages for full and part-time program staff (under the appropriate program area) should be calculated in the budget section of the grant proposal. If staff members are being paid from another source of funds, their time on the program should be referred to as donated services (i.e., in-kind, local share and applicant share). Applicants should include any matching requirements, either case or in-kind.

Non-Personnel

Cost for supplies such as paper, copies, stationery, pens, computer diskettes, publications, subscriptions and postage should also be estimated.

All transportation-related expenditures should be included, estimates on staff travel, ground transportation, consultant travel costs, employee reimbursement and so forth.

Indirect Costs

Indirect costs are costs that are not readily identifiable with a particular project or activity but are required for operating the organization and conducting the grant-related activities it performs. Indirect costs encompass expenditures for operation and maintenance of building and equipment, depreciation, administrative salaries, general telephone services and general travel and supplies. Unless otherwise stated in the RFA program areas, the ceiling for billing of Indirect Costs/Overhead is 10% of the total grant award.

Certifications and Assurances

Applicants shall provide the information requested in Attachments B and C and return them with the application.

Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Audited financial statements;
- Indication of nonprofit corporation status;
- Roster of the Board of Directors;
- Proposed organizational chart for the program;
- Organizational budget (as opposed to program budget);
- Staff resumes; and
- Planned job descriptions.

SECTION VIII LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipt
Attachment E	Budget
Attachment F	Work Plan

ATTACHMENT A

**Government of the District of Columbia
Department of Human Services
Early Care and Education Administration
Mini-Grant Management Program**

Applicant Profile

Applicant Name: _____

TYPE OF ORGANIZATION

Small Business _____ Non-Profit Organizations _____ Other _____

Contact Person: _____

Office Address: _____

Phone/Fax: _____

Program Description: _____

BUDGET

Total Funds Requested: \$ _____



ATTACHMENT B

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer**

**Certifications Regarding
Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ATTACHMENT B

2. Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
- (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
- (b) Establishing an on-going drug-free awareness program to inform employees about—**
 - (1) The dangers of drug abuse in the workplace;**

ATTACHMENT B

- (2) The applicant's policy of maintaining a drug-free workplace;**
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
 - (1) Abide by the terms of the statement; and**
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Research and Analysis, 441 4th Street, NW, 400 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e),. and (f).**
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Grantees who are Individuals)

ATTACHMENT B

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

Office of Research and Analysis, 441 1th St., NW, Suite 400 South, Washington, DC 20001.

**As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.**

1. Grantee Name and Address

2. Application Number and/or Program Name

3. Federal Tax Identification No.

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



ATTACHMENT C

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted program.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.



ATTACHMENT C

8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the
9. Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the program is under consideration for listing by the EPA.
10. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
11. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.



ATTACHMENT C

- 14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.**
- 15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.**
- 16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.**

Signature

Date

ATTACHMENT D

**Department of Human Services
Office of Grants Management
64 New York Avenue, NE
Washington, DC 20002
(202) 671-4407
Attention: Priscilla Burnett**

Original Receipt

**FY 2006 Early Intervention Services For Infants and Toddlers,
Birth Through Age Two (2) Years**

THE OFFICE OF GRANTS MANAGEMENT (OGM) IS
IN RECEIPT OF AN APPLICATION FROM:

_____ Organization Name	_____ Contact Name (Print)
_____ Address	_____ Telephone / Fax
_____ (Amount Requested)	_____ (Program Area)

OGM USE ONLY

Please Indicate Time: _____

ORIGINAL APPLICATION and _____ COPIES

RECEIVED ON THIS DATE _____ / _____ / 2006

Received by: _____

APPLICATIONS RECEIVED AFTER 3:30 PM

WILL NOT BE FORWARDED TO THE REVIEW PANEL

Attachment E

BUDGET

Agency:
Service Area:
Budget:

Date of Submission:
Program Manager:
Telephone #:

CATEGORY	ADMINISTRATION	PROGRAM SERVICE	TOTAL
1. Salaries & Wages			
2. Fringe Benefits			
3. Consultants /Experts			
4. Occupancy			
5. Travel & Transportation			
6. Supplies & Minor Equipment			
7. Capital Equipment & Outlays			
8. Client Costs			
9. Communications			
10. Other Direct Cost			
11. Indirect Cost/Overhead			
TOTAL:			

MAY BE SINGLE-SPACED

Attachment F

WORK PLAN

Agency:	Submission Date:
Ward:	Program Manager:
Budget \$:	Telephone #:
Measurable Objectives/Activities	
1. Objective:	
Activities:	
2. Objective:	
Activities:	

Please make copies if necessary.

MAY BE SINGLE-SPACED